

| **JOGESH CHANDRA CHAUDHURI COLLEGE**  (Assessed & Accredited by NAAC with Grade “B++”)  30, PRINCE ANWAR SHAH ROAD, KOLKATA- 700033, WEST BENGAL, INDIA  **🕿 (033) 2417-4622/3042 Fax No : (033) 2422 1331**  Website :: [www.jogeshchaudhuricollege.org](http://www.jogeshchaudhuricollege.org) e-mail : jcc\_cal@yahoo.com |
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Tender No: **JCCC/PVT-SCRTY/24**/1 Dated: **05.09.2024**

NOTICE INVITING TENDER

Sealed quotations are invited for engagement of **Security Guards - one male and one female**, from reputed, registered and professional Security Personnel Supply Agencies to be deployed at the Jogesh Chandra Chaudhuri College (JCCC), Kolkata for the period of one year.

* The quotations MUST REFER to the **Tender Number** given above and MUST MENTION the following

i. Service Tax Registration

ii. **Trade License number**

iii. **PAN**

iv. **GST registration number.**

v. License Number issued by the Department of Home Affairs (Govt. of West Bengal)

* Last date of submission of tender is **12.09.2024.**
* The copy of **Terms of Reference (TOR)** for AMC is enclosed for ready reference.
* The intending agency should fulfill the **ELIGIBILITY CRITERIA** given in the TOR and attach supporting documents thereof.

Please write on the envelope:-

Quotation for engagement of Security Guards - one male and one female:

To

The Principal

Jogesh Chandra Chaudhuri College

30, Prince Anwar Shah Road, Kolkata-700033

**and drop it to the QUOTATION DROP BOX near the JCCC office** within the mentioned date.

**BY ORDER OF THE PRINCIPAL**

**Jogesh Chandra Chaudhuri College**

**TERMS OF REFERENCE**

1. **ELIGIBILITY CRITERIA**
2. The firm should have valid **income tax registration certificate** & **sales tax registration certificate,** Service Tax Registration, Trade License, PAN Card, GST Certificate, License issued by Department of Home Affairs (Govt. of West Bengal) and latest Income Tax Return Acknowledgement Receipt as well as other **statutory clearance certificates**.

1. The agency should have experience of providing similar services at least at **THREE** different reputed academic institutions in the last **THREE** financial years. The firm should submit satisfactory completion certificates thereof.
2. **SCOPE OF WORK**

engagement of **Security Guards - one male and one female,** at the JOGESH CHANDRA CHAUDHURI COLLEGE (JCCC), 30, PRINCE ANWAR SHAH ROAD, KOLKATA- 700033, WEST BENGAL, INDIA.

Non-stop services are to be provided on every working day from 10:00 AM to 6:00 PM. The modalities of the service will be specified by the JCCC authority..

1. **SPECIFIC CONDITIONS**
2. The security personnel provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen’s Compensation Act, etc. The list of staff going to be deployed shall be made available to the JCCC and if any change is required on part of the JCCC fresh list of staff shall be made available by the agency after each and every change.
3. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Private Security Agencies (Regulation) Act, 2005 and Private Security Agencies (Regulation) Rules, DGR Rates / Minimum Wages Act, Contract Labour (Regulation and Abolition) Act 1970. EPF Act, ESI Act and various other Acts as applicable from time to time with regard to the personnel engaged by the contractor.
4. The antecedents of security staff deployed shall get verified by the Tenderer from local police authorities and an undertaking in this regard to be submitted to the JCCC Administration. The Tenderer shall submit copies of the discharge books of ex-servicemen to JCCC administration, before their deployment.
5. The Contractor will maintain an attendance register in which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The register shall remain available round the clock for inspection by the authorized representatives of the JCCC.
6. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
7. Adequate supervision will be provided to ensure correct & effective performance of the security services in accordance with the prevailing assignment instructions agreed upon between the two parties. The security personnel shall ensure that there are no unidentified/ unclaimed/ suspicious objects/persons in the buildings/premises. Assistant Security Officers must organize surprise visits (during day and night) to check the alertness and attentiveness of the security guards.
8. Contractor and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse of the areas of the JCCC premises.
9. The contractor shall have his own Establishment/Set up/Mechanism to provide training of guards to ensure correct and satisfactory performance of his duties and responsibilities under the contract.
10. That in the event of any loss occasioned to the JCCC as a result of any lapse on the part of the contractor as may be established after an enquiry conducted by the JCCC, such loss will be made good from the amount payable to the tenderer. The decision of the Additional Commissioner and Regional Director in this regard will be final and binding on the agency.
11. The contractor shall do and perform all such Security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the directions enumerated herein and in accordance with such directions, which the JCCC may issue from time to time and which have been mutually agreed upon between the two parties.
12. The JCCC shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the Principal, JCCC.
13. The contractor shall be responsible to protect all properties and equipment of the JCCC entrusted to it.

1. The personnel engaged by the contractor shall be smartly dressed in neat and clean uniform and are required to display photo identity cards, failing which it will invite a penalty of Rs.500/- on each occasion. The penalty on this account shall be deducted from the Contractor’s bills.
2. The personnel engaged should be of robust physique and project an image of utmost discipline. They have to be extremely courteous with pleasant mannerism in dealing with the Staff/Officers/Visitors. The JCCC shall have the right to have any person removed in case the security personnel is not performing the job satisfactorily. The contractor shall have to arrange the suitable replacement in all such cases.
3. The eight hour shift will normally commence from 10.00 AM and ends at 6.00 PM, but the timings of the shift are changeable and can be fixed by the JCCC from time to time depending upon the requirements. Prolonged duty hours (more than 8 hrs. at a stretch) shall not be allowed. No payment shall be made by the JCCC for overtime duty, if any.
4. The security personnel deployed by the Contractor shall work under overall supervision & direction of the JCCC administration. The JCCC administration shall specify the services of guards to be obtained.
5. The payment would be made on a monthly basis for actual shifts manned/operated by the personnel supplied by the contractor and based on the attendance sheets duly verified by the Caretaker of the JCCC and other supporting documents. No other claim on whatever account shall be entertained by the JCCC. The Contractor will ensure that workers engaged by him must receive their entitled wages on time.

The service provider should submit the bill at the end of every month. In case, he fails to submit the bill in time, even then he has to make the payment to the workers on the last working day.

1. Any damage or loss caused by contractor’s persons to the JCCC in whatever form would be recovered from the contractor.
2. The JCCC will brief the contractor about the security perception and its sensitivity to the personnel to be deployed by the contractor under the contract, 2 to 3 days prior to the commencement of the Contract and this period will not be counted as shift manned by contractor’s personnel for the purpose of payment under the contract.
3. (a) In case any of the contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to (double) the wages of number of guards/supervisors absent on that particular day shall be levied by the JCCC and the same shall be deducted from the contractor’s bills.

(b) In case any of contractor’s personnel deployed under the contract fails to report in time and contractor is unable to provide a suitable substitute in time for the same it will be treated as absence and penalty of Rs. 500/- per vacant point per shift be deducted from the contractors bill.

(c) In case any public complaint is received attributable to misconduct/misbehavior of contractor’s personnel,& is assessed as true by JCCC, a penalty or Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor’s bill. Besides, the Security Guard found involved in the incident shall be removed from the JCCC immediately.

(d) In case the contractor fails to commence/execute the work as stipulated in the agreement or gives unsatisfactory performance or does not meet the statutory requirements of the contract, JCCC reserves the right to impose the penalty as detailed below:-

i) 1% of annual cost of order/agreement per week, up to four weeks‟ delay.

ii) After four weeks' delay the JCCC reserves the right to cancel the contract and withhold the agreement and get this job carried out from another contractor(s) in the open market. The difference, if any, will be recovered from the defaulter contractor.

1. The contractor shall ensure that its personnel do not, at any time, without the consent of the JCCC in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the JCCC and shall not disclose any information about the affairs of JCCC. This clause does not apply to the information, which becomes public knowledge.

1. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor’s personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor’s personnel shall attend the court as and when required.

1. Force Majeure: If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more, either party may at its option terminate the contract.
2. The contractor shall have his own Establishment/Setup/Mechanism, etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
3. If the contractor is a Registered Company / partnership of two or more persons, all such persons shall be jointly and severally liable to the JCCC for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as authorized signatory with authority to sign. The Company / partnership shall not be altered without the approval of the JCCC.
4. During the course of contract, if any contractor’s personnel are found to be indulging in any corrupt practices or causing any loss of property in the JCCC shall be entitled to terminate the contract.

1. The contractor shall not engage any such subcontractor or transfer the contract to any other person in any manner.
2. The contractor shall indemnify and hold the JCCC harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
3. The bidder should submit an attested copy of registration for security services only under the Contract Labour (R&A) Act 1970 valid as on 31.3.2014.
4. The security agency shall employ 100% manpower from the category of Ex- Servicemen not above the age of 50 years. The contractor shall provide satisfactory proof of Ex-Servicemen status of the Security Guards before their deployment in the JCCC. The security agency shall not employ any person below the age of 18 yrs. and above the age of 50 yrs. Manpower so engaged should be trained for providing security services and fire fighting services.
5. The bidder shall get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. JCCC will be at liberty to get anybody re-examined in case of any doubt. Only physically fit personnel shall be deployed for duty.
6. Security staff engaged by the contractor shall not take part in any staff union and association activities.
7. The contractor shall bear all the expenses incurred on the following items i.e. Provision of torches and cells, lathis / ballams and other implements to security staff, stationary for writing duty charts and registers at security checkpoints and records keeping as per requirements.
8. The JCCC shall not be responsible for providing residential accommodation to any of the employees of the contractor.
9. The JCCC shall not be under any obligation for providing employment to any of the workers of the contractor after the expiry of the contract. The JCCC does not recognize any employee- employer relationship with any of the workers of the contractor.
10. If as a result of a post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the JCCC from the agency.
11. If any underpayment is discovered, the amount shall be duly paid to the agency by the JCCC.
12. The bidder shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the JCCC etc.
13. The bidder will have to enclose the proof / copies of the challans showing payment of statutory dues for the previous month along with monthly bills.
14. The bidder should have its own supervisory and quick response team in Kolkata to deal with emergent situations.
15. **GENERAL CONDITIONS**
16. The vendor selected must abide by the terms and conditions of the college and the rules and regulations of University of Calcutta and Government of West Bengal as published from time to time.
17. The vendor must also be liable to complete the work related activities in due time as imposed by JCCC, CU and the Government of West Bengal.